



Vacancy Notice

Turks and Caicos Island National Health Insurance Board (NHIB) Providenciales

Position Title:	Chief Executive Officer, NHIB
Reports to:	Board of Directors and Minister of NHIB
Reporting to this position:	Deputy CEO, Chief Financial Officer, Chief Medical Officer, Internal Auditor, Legal Officer, Human Resource Officer and Administrative Assistant.
Location:	NHIB Head Office - Providenciales

Role of the NHIB

The NHIB is a Statutory Body that is primarily responsible for the management of:

- The medical Treatment Abroad Programme on behalf of the Turks and Caicos Islands Government.
- Statutory deductions from each employer and employee within the Turks and Caicos Islands for the purpose of the National Health Insurance Plan (NHIP).

Job Summary:

The Chief Executive Officer is the chief executive of the National Health Insurance Board (NHIB) and, has system wide responsibility for the effective and efficient administration and day-to-day management and administration of the of NHIB in accordance with the National Health Insurance Ordinance and Regulations. Providing supervision to other professional and clerical staff. The CEO is expected to generate satisfactory results when the qualitative and quantitative output of the staff is at a high level, the expenditure of the NHIB is within the limits of the budget, and the services of the NHIP are provided to the Government and the beneficiaries in a timely and value for money basis.

Key Duties and Responsibilities required to be performed effectively and efficiently:

- monitoring and administering the Plan;
- Monitoring and administering the Fund;
- Monitoring the collection of contributions under the NHIB Ordinance;
- Advise the Minister on the policies relating to the health care needs of the beneficiaries
- Advise the Minister on the policies and directions concerning the use of monies of the Fund;
- Establish a quality assurance programme for the functioning of the Plan through monitoring of the health care service being provided to the beneficiaries;
- Supervise and control expenditure from the Fund;
- Financial and operational matters;
- Developing administrative and human resources development manuals for approval by the Board;
- Preparing regular financial and operational reports for the Board;
- The administration and control of the staff of the Board;
- Accounting for all monies collected, paid or invested under the Ordinance;
- Contracting health service providers for the purposes of the objects of the NHIP;
- Ensuring compliance by contracted health service providers with the quality standards as may be prescribed by the Minister from time to time;
- Make disbursements from the Fund; and
- Perform such functions as are for the time being conferred on him or her by Virtue of the Ordinance or any other law or any Regulations and as the Board or the Minister may from time to time assign.

Physical Demands/Working Conditions:

This is a high-stress position based on full responsibility for the NHIB's operations. Handles detailed, complex concepts and problems, balances multiple tasks simultaneously, and makes rapid decisions regarding medical and administrative issues. Plans and implements programs. Establishes strong and appropriate relationships with Board, committees, staff and subscribers/clients. Develops smooth and constructive relationships with executive colleagues, outside agencies, organizations and individuals. Plans and meets deadlines. Maintains a flexible work schedule to meet the demands of executive management. Hours may be long and irregular. Conveys a professional and positive image and attitude regarding the NHIB. Demonstrates commitment to continued professional growth and development.

Qualifications and Experience:

- A Master's Degree in Health Administration/Health Financing/Health Insurance/Finance or a related field;

- a minimum of ten (10) years' on the job experience in a senior management position in insurance or health related field to acquire the necessary competencies to effectively respond to the challenges of the role;
- Certification in the Accounting/Finance field (such as ACCA, CPA, CMA or CGMA would be an asset).

As Chief Executive Officer, this individual should demonstrate key competencies in Transformational Leadership, Strategic Management, Financial Management, Performance Management, Organizational and Behavioral Management and should possess Communication Skills at the Senior Management and Executive level.

Salary and Allowances:

Salary is in the range of US\$115,000.00 to \$130,380.00 negotiable based on qualifications and experience. A standard set of benefits and allowances are additional.

Application Procedure:

Interested persons are requested to submit a resume, along with their contact information, cover letter, two letters of reference (one preferably from a former employer), copies of educational certificates, a Police Certificate and a copy of the Passport photo page.

Applications can be hand delivered directly or by courier, to the National Health Insurance Board, Salt Mills Plaza, Providenciales, Turks and Caicos Islands, prior to the deadline. The envelope should be addressed to The Chairman – National Health Insurance Board with the words “Chief Executive Officer Position” clearly marked on the front.

Alternatively, applications can be emailed to rawilliams@gov.tc . The subject line in the email should read “Chief Executive Officer Position”.

We thank all applicants for their interest but only candidates selected for an interview will be acknowledged.

Deadline Date for Applications:

The deadline date for applications is Tuesday, August 8, 2017 by 5:00pm